

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-162

OPEN TO:	All Interested Candidates	OPENING DATE:	October 13, 2011
POSITION:	Protocol Assistant , FSN-7; FP-07*	CLOSING DATE:	October 26, 2011
POSITION NO:	N-00002		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary) (Position Grade: FP-7 to be confirmed by Washington) *Ordinarily Resident: FSN-7, Rs.722, 365 p.a. (Starting salary) (Position Grade FSN-7)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of a Protocol Assistant in the Executive Office.

BASIC FUNCTIONS OF POSITION:

Incumbent provides administrative, protocol, event, and contact management support. Serves as administrative assistant and assists the Executive Assistant to Consulate General. Advises all post staff on protocol issues. Builds and maintains contacts at the highest levels of the Government of Punjab, civil society, business people, and academics, and with Embassy contacts in Islamabad to ensure that all protocol is properly managed. Assists with the organization, planning, and coordination of official and social functions, ceremonies, and events. Coordinates the contacts database for the entire Consul General. Serves as receptionist for the Executive Office, and is responsible for managing incoming telephone calls, emails, and postal correspondence. Performs other related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of university degree (sixteen years of education) in public relations or a related field is required.
2. **EXPERIENCE:** Five years of progressively responsible experience in public relations, protocol, or executive support is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu and Level IV Speaking Punjabi are required. All the applicants selected for the short-list will be tested.
4. **KNOWLEDGE:** Familiarity with international diplomatic and business environments is required. Must have thorough knowledge of Pakistan's political, economic, and social structures, and key officials in the federal, regional, and provincial governments, and linguistic communities. In-depth knowledge of Pakistan's government structures and institutions is required. Knowledge of American and Pakistani social customs, procedures, and protocol is required.
5. **ABILITIES & SKILLS:** Incumbent must have an ability to organize multiple, complex social events. Ability to develop and maintain access to high-level contacts within the Punjab government, with Pakistan's government officials, with international business leaders, and the diplomatic community is required. Ability to work independently, exercising security, judgment, discretion, initiative, and creativity, and to maintain poise and remain diplomatic under all circumstances is required. Must be flexible to perform duties outside of regular business hours. Ability to organize complex issues relating to job duties through databases, word processing, and calendar software tools is required. Ability to draft correspondence in English and Urdu is required.

Must have strong computer skills, including advanced abilities in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and a good typing speed. All the applicants selected for the short-list will be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected,) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-50) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and late submissions will not be considered. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 26, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.